



DEPARTMENT OF THE NAVY  
NAVAL SCHOOL OF HEALTH SCIENCES  
BETHESDA MARYLAND 20889-5611

IN REPLY REFER TO:  
NSHSBETHINST 5355.1B  
14 NOV 2001

NSHS BETHESDA INSTRUCTION 5355.1B

From Commanding Officer

Subj: DRUG AND ALCOHOL ABUSE PREVENTION AND CONTROL PROGRAM

Ref (a) OPNAVINST 5350.4C  
(b) SECNAVINST 5300.28C  
(d) Navy Drug Screening Program Version 4.03a with User's Manual

Encl (1) Testing Premise Determination  
(2) Urinalysis Screening SOP  
(3) Urinalysis Screening Observer SOP  
(4) NSHS Chain of Custody Sample Letter

1. Purpose. To disseminate the policies and regulations concerning drug and alcohol abuse within Naval School of Health Sciences (NSHS), Bethesda and the execution of those policies per references (a) and (b).

2. Cancellation. NSHSINST 5355.1A.

3. Definitions References (a) and (b) define terms and acronyms used in this instruction

4. Background. The Chief of Naval Operations has established by reference (a) a zero tolerance standard for alcohol and drug abuse in the Navy. Training commands play a unique role in supporting The Navy Alcohol and Drug Abuse Program (NADAP) due to their responsibilities in education and in fleet support. As educators and program managers, the staff at NSHS influences the formulation of personal and professional values among both staff and students. All command members must be cognizant of their responsibility to set a positive example as role models. Furthermore, as an occupational training facility, the mission of NSHS is to support the fleet by providing graduates that are prepared to fill roles of increased responsibility and authority. Therefore, the Command must monitor personal behavior through observation and drug screening to ensure adherence to the highest standards of conduct.

Policy

a. Drug and alcohol abuse by Navy members can seriously damage their physical and mental health, jeopardize their safety and the safety of others, and can lead to criminal prosecution and discharge under less than honorable conditions. Drug and alcohol abuse detracts from operational readiness, and is inconsistent with Navy Core Values and initiatives to promote personal excellence and healthy lifestyles among Navy members.

b. The Navy's and this Command's policy on drug abuse is "zero tolerance". Members of this Command determined to be using drugs, in violation of applicable provisions of the Uniform Code of Military Justice, Federal, State or Local statutes, shall be disciplined as appropriate and

processed for administrative separation as required. Members diagnosed as drug dependent shall be offered treatment prior to separation.

c. The Command's policy on alcohol is "responsible use". It is a personal decision of individual members as to whether or not to consume alcoholic beverages. Abstinence, the choice not to drink alcohol, is always a responsible option. Members who choose not to drink shall be supported in their decision and encouraged to remain alcohol free; however, members who choose to use alcohol must do so lawfully and responsibly. Responsible use is the application of self-imposed limitations; partaking in the appropriate place, at an appropriate time, and in an appropriate quantity. Alcohol shall not be consumed to the extent that it:

(1) Impairs the rational and full exercise of a member's mental and physical faculties while on duty or in the performance of military duties.

Reduces the member's dependability and reliability.

Reflects discredit upon the member personally or upon the Navy.

d. Accountability Policy. Alcohol consumption is never an acceptable excuse for misconduct or poor judgment. All personnel are responsible and fully accountable for all their personal activities relating to alcohol and drug abuse and for substandard performance or illegal acts resulting from such activities. Consumption of alcoholic beverages by staff and students during normal working hours is prohibited for all NSHS personnel unless specifically authorized by the Commanding Officer.

e. Members of this Command are prohibited from using hemp-related products in their food or as a dietary supplement. Hemp products contain marijuana derivatives and the use of them can result in positive urinalysis screenings for marijuana use. Failure to comply with the prohibition on the ingestion of hemp seed oil or products made with hemp seed oil is a violation of Article 92, Uniform Code of Military Justice.

6. Disciplinary Actions. Violations of the prohibitions set forth in this instruction subject military members to disciplinary action under the Uniform Code of Military Justice. The full range of administrative and disciplinary action is available to address violations. These include informal counseling, comments in fitness reports and evaluations, administrative separation, and punitive measures under the Uniform Code of Military Justice.

7. Responsibilities. All military personnel assigned to NSHS will become familiar with the provisions of reference (a) and are responsible for adherence to the Navy's policy of "Zero Tolerance" with respect to drug abuse. Failure to properly report known or suspected drug and alcohol abuse could result in disciplinary action.

a. Commanding Officer. The Commanding Officer (CO), Naval School of Health Sciences, Bethesda is responsible for implementing the policies and procedures mandated in references (a) and (b) and has ultimate responsibility for the administration of the Drug and Alcohol Abuse Prevention and Control Program, including identification, disciplinary action, treatment, rehabilitation, and education.

b. Executive Officer. Is responsible for providing oversight to the operation of the Drug and Alcohol Program.

Drug and Alcohol Program Advisor

(1) The Drug and Alcohol Program Advisor (DAPA) is the CO's advisor on all matters relating to alcohol and other drugs. NSHS Bethesda will appoint in writing an E-7 or above as the Command DAPA, who will be qualified and trained in accordance with the requirements of reference (a)

(2) Reference (a) outlines the duties and responsibilities of the DAPA and provides guidance on coordinating an effective Drug and Alcohol Abuse Prevention and Control Program.

3) The DAPA shall

(a) Supervise the Drug and Alcohol Abuse Prevention and Control Program under the organizational cognizance of the Executive Officer

(b) Monitor the Command Substance Abuse Prevention and Control Program.

(c) Screen members and initiate referral evaluations. The DAPA will also receive rehabilitation recommendations and coordinate initiation of appropriate treatment while monitoring the treatment status of individuals referred.

(d) Serves as an authorized Command self-referral agent and notifies the Commanding Officer of self-referrals in writing.

(e) Conducts Level I Drug and Alcohol Abuse counseling Program. Schedules and coordinates appropriate drug and alcohol related training for members.

(f) Monitors members who return from Level II or Level III treatment for adherence to rehabilitation and aftercare plan.

(g) Provides input to the Command's Staff Education and Training for training matters concerning drug and alcohol education.

(h) Prepares Drug and Alcohol Abuse Reports (DAAR as required by reference (a).

(4) A Deputy DAPA or Assistant DAPA(s) may be appointed to augment and assist the NSHS Bethesda DAPA. The DAPA exercises administrative control, directs and coordinates the activities of the Deputy and/or Assistant DAPA(s), and the Urinalysis Program Coordinator (UPC) in matters related to the Drug and Alcohol Prevention and Control Program.

d Urinalysis Program Coordinator

(1) The Urinalysis Program Coordinator (UPC) is responsible for all aspects of the Command Urinalysis Program from facilitating testing and training of observers to maintaining chain of custody and the labeling and shipping of specimens. The Command will appoint in writing an E-6 or above as

the Urinalysis Program Coordinator (UPC) who will conduct the urinalysis-testing program and will be responsible for collection, shipping and associated documentation of urine specimens as set forth in enclosure (2) of reference (a) and as outlined in reference (c).

(2) Assisting the UPC will be at least two E-5 or above male and female urinalysis observers. An assistant UPC may also be assigned. All positions will be appointed in writing by the Commanding Officer.

(3) The UPC Shall:

(a) Supervise the Urinalysis Drug Screening Program under the organizational cognizance of the Executive Officer.

(b) Conduct random urine sampling of ten to twenty percent of the military personnel monthly. The UPC is to obtain telephonic permission from the Bureau of Medicine and Surgery (BUMED) before conducting random urinalysis in excess of 40% in any given month.

(c) Conduct Unit Sweeps or other urinalysis testing as prescribed or directed. Enclosure (1) lists the testing premises and guidelines for different categories of urinalysis testing.

(d) Conduct a unit sweep on all incoming student classes within fifteen working days of class convening dates, for all classes in excess of eight weeks. For subsequent testing, students will be incorporated into monthly random urinalysis sampling conducted at the Command.

(e) Conduct Command directed urinalysis screening on personnel in the Substance Abuse Surveillance Program as recommended by their rehabilitation regimen.

(f) Notify the individuals and their Directorate points of contact of those personnel selected for random urinalysis. All selected personnel will be directly notified to report for urinalysis screening from 0730-1100 on the day of testing.

(g) Ensure specimen integrity and chain of custody.

(h) During testing, give periodic notifications to Directorates of personnel who have not yet reported for testing. A memorandum will be forwarded to the Executive Officer, Director for Support Services, and the Command Master Chief listing individuals who have not reported to Urinalysis Coordinator by 1000 on the day of testing. At the conclusion of the routine test period, immediately notify Executive Officer of any unexcused personnel who fail to report for testing or fail to provide a specimen.

(i) Maintain accurate files and records

(j) Provide initial and follow-on training, as necessary, for all appointed administrative assistants and drug screening observers in the performance of their assigned duties.

(4) NSHS Bethesda's authorization for urinalysis testing in the form of unit/sub-unit sweeps or Command-directed testing is outlined in

enclosure (2) of reference (a). Accordingly, all personnel returning from unauthorized absence will be subject to Unit Sweep urinalysis testing.

e. Directors.

(1) Directors will follow the guidelines for prevention of drug and alcohol abuse and ensure that all assigned staff attend required training.

(2) Directors are to ensure that all personnel assigned to their directorate report for urinalysis testing when required. Directors will immediately notify the UPC of personnel who have an excused absence. The following are the only reasons for personnel to miss a scheduled drug screening:

- (a) TAD
- (b) Leave
- (c) Normal or scheduled liberty arranged prior to testing notification
- (d) Training away from the Command approved by the Directorate.
- (e) Hospitalization/SIQ
- (f) If personnel are no longer assigned to the Directorate, notify their new Directorate and the UPC of their selection.

f. Command Legal Officer. The NSHS Command Legal Officer will:

- (1) Initiate disciplinary actions and proceedings as required per reference (a)
- (2) Provide recommendations for appropriate disciplinary action to a member's Chain of Command for cases involving a failure to provide a urine specimen. This can include, but is not limited to the generation of a report/counseling chit for violation of UCMJ, Article 86 - Failure to report to appointed place of duty or UCMJ Article 92 - Failure to obey order or regulation.
- (3) Request test documentation, Chain of Custody, Specimen Bottle, and Specimen Retention from the Naval Drug Screening Laboratory as necessary for laboratory determined positive urinalysis.
- (4) Process personnel for disciplinary or administrative action as appropriate upon notification of confirmed substance abuse. Coordinate with DAPA to ensure that necessary steps (record review, interviews, etc.) are taken before proceeding with disciplinary action.
- (5) Notify the DAPA of the status and outcome of disciplinary action to ease the completion of reporting requirements and rehabilitation program actions.
- (6) Ensure that appropriate documentation and notification to the

Bureau of Naval Personnel has completed in a timely manner

(7) Ensure each disciplinary case for substance abuse is considered for designator removal per reference (a) and is processed for administrative discharge by reason of misconduct pursuant to Navy Mandator Processing Requirement.

g. Director, Support Services. The Director, Support Services will ensure that Command check-in procedure directs all new personnel to the UPC for inclusion into the urinalysis testing database. The Manpower Division will provide a current roster of all active duty personnel to the UPC monthly.

Staff Education. Staff education will provide required Drug and Awareness Training as outlined in enclosure (3) of reference (a). Alcohol related training will be incorporated into the command wide schedule. Topics and dates will be published by separate notice.

#### Specific Procedures

##### Routine Random Screening (IR)

(1) Will be performed as set forth in enclosure (a) of reference (a), per the guidelines contained in reference (c) and as noted in enclosure (2).

(2) 10-20% of NSHS staff and applicable students will be tested monthly. The population figure will be established by the number of personnel listed on the staff roster published by the Manpower Division combined with the number of students attending onsite NSHS classes in excess of eight weeks.

(3) The selection of personnel for testing will be done using the Navy Screening Program (NDSP) Database. The NDSP randomly selects the test and the individuals to be tested, thus minimizing the opportunity for gaming while maximizing the deterrent effect.

(4) Random Urinalysis will routinely be performed from 0800-1100 4th deck near the Dental Command Suite.

(5) Personnel reporting from a Unauthorized Absence or Deserter status for longer than 24-hours are to be tested within 24-hours of the return.

(a) If screening is required after hours, or on weekends or Holidays the UPC or Assistant UPC will be called in by the CDO to conduct a urinalysis screening.

##### Observable Cause for Search

##### Definition

(a) Exists when an individual has been observed ingesting a substance that the observer believes or suspects is a controlled or intoxicating substance.

(b) Exists when there is reason to believe that an individual's unusual or inappropriate behavior has been induced by the

ingestion of a controlled or intoxicating substance. Probable cause for search should not be confused with a competency for duty examination, which is a determination of the ability to perform duties safely.

(2) Determination of Probable Cause for Search shall be based upon or more of the following:

(a) Written or oral statements communicated to the Commanding Officer, NSHS in person, via telephone, via e-mail, or by other appropriate means of communication.

(b) Any information that may be known by the Commanding Officer that would not preclude him/her from acting impartially.

(3) The following guidelines will be used when a Probable Cause for Search is desired.

(a) Make notification of all facts concerning the situation to the Command Duty Officer (CDO). The CDO will notify the Command Legal Officer who, with assistance from a supporting Naval Staff Judge Advocate, will help in determining if probable cause for search and seizure exists.

(b) When it appears that probable cause exists, the CO will be contacted for oral or written authorization before obtaining any specimens. Only the CO or Acting CO, NSHS may authorize a search. The Command Legal Officer will initiate a Record of Authorization for Search and Seizure.

(c) After obtaining authorization for the search and seizure, the CDO will notify the UPC for specimen collection. After hours or on weekends the CDO will call in the UPC or Assistant UPC for specimen collection.

(d) If the individual refuses to submit voluntarily, no nonconsensual extraction of body fluids may be made. The fact that the service member was given a direct order to submit a urine sample and refused should be documented and witnessed. The order, whether written or oral, should not be ambiguous. If the need arises to order the service member to provide a urine sample, the following statement should be used: " You have been directed to provide a urine sample by order of the Commanding Officer. Do you understand this order? What is your intention?" The statement should be given in the presence of witnesses that are aware that they will have to testify as to the statement of the order and to the individual's reply. The fact that the service member refused should be reported to the Command Legal Officer along with the names of the witnesses. The Command Legal Officer will initiate appropriate action. **NONCONSENSUAL EXTRACTION OF BODY FLUIDS IS NOT AUTHORIZED!**

c. Drug Screening Staff Testing. Under no circumstances shall the drug screening staff provide their own samples for inclusion in the same batch # when conducting urinalysis. When drug-screening staff is tested, an assistant UPC or a UPC from another command shall be used.

Reporting Requirements

a. The Drug and Alcohol Abuse Report (DAAR), OPNAV 5350/7 will be submitted within 30 days for all confirmed or self-referral drug and alcohol abuse incidents as set forth in reference (a).

b. If the Command determines that a member's urinalysis result was the result of a drug abuse incident, official correspondence is to be sent to Chief, Bureau of Medicine and Surgery (BUMED-32) and to COMNAVPERSCOM (PERS-6) detailing the circumstances that warranted the determination.

c. The Chief, BUMED (BUMED-32) and NSHS DAPAs will all be added as information addresses on all correspondence and message traffic concerning matters of Drug and Alcohol Abuse Program.

10. Positive Urinalysis Screening. A positive urinalysis test from a drug screening laboratory is a dependable indication that drugs were present in the urine. Positive results are sent directly to the CO. Upon receipt of a positive urinalysis screen, the CO will determine if the member is a drug abuser and proceed with disciplinary actions and administrative separation processing as appropriate. The CO will utilize the Command Legal Officer and notify and seek guidance from the supporting Naval Staff Judge Advocate. The following steps may be taken by the Command to assist in making the determination of drug abuse:

a. Perform medical and dental record review of personnel reported as providing a positive urinalysis to determine whether the member was using legitimately prescribed medications or if any other valid reason could explain the positive report.

b. Review the test documentation, Chain of Custody, Specimen Bottle and specimen retention from Naval Drug Screening Laboratory.

c. Have the Command DAPA interview the member and make recommendations before proceeding with disciplinary action.

d. Use all information available, including self-admission, the urinalysis results, Medical Record screening, and interview recommendations to determine if the member is a drug abuser.



D. S. Wade

Distribution: (NSHSINST 5215.2D)  
I&II



Testing Premise Determination.

1. Random Selection (IR): Used to test individual service members from a service line, service area, duty section, BEQ residents, etc. Random testing is conducted on 10-20% of NSHS personnel monthly. A positive result under this premise can be used as a basis for separation, characterization of service, and disciplinary proceedings.

2. Unit Sweep (IU): Used to test an entire unit or command, random or otherwise, as directed by the Commanding Officer. This premise is also used within 24 hours for personnel who surrender or are apprehended after an unauthorized absence in excess of 24 hours. A positive result under this premise can be used as a basis for separation, characterization of service, and disciplinary proceedings.

3. Command Directed (CO): Used whenever a member's behavior, conduct, or involvement in an accident gives rise to a reasonable suspicion of drug abuse. The member's Commanding Officer or Officer in Charge can authorize this test. This authority may be delegated to the Executive Officer or Command Duty Officer. A positive result under this premise can be used only as a basis for separation.

4. Service Directed (OO): Used to test Security Personnel, Naval Brig Staff, and Brig Prisoners/Detainees. A positive result under this premise can be used as a basis for characterization of service, separation, and disciplinary proceedings. However, for alcohol rehabilitation testing, a positive result under this premise can be used only as a basis for separation.

5. Entrance Testing (NO): Used for candidates who are applying for officer programs and any "C" schools requiring drug urinalysis testing. A positive result under this premise can be used only as a basis for separation.

6. Tests conducted with member's consent (VO): Individuals who are suspected of having unlawfully used drugs may be requested to consent to a urinalysis. Prior to sample collection, the member must sign a consent form. When a consent form is signed, a positive result under this premise can be used as a basis for separation, characterization of service, and disciplinary proceedings.

7. Probable Cause (PO): Urinalysis may be ordered under this premise whenever there is probable cause that a member has committed a drug offense and that a urinalysis will produce evidence of such offense. A positive result under this premise can be used as a basis for separation, characterization of service, and disciplinary proceedings.

URINALYSIS SCREENING STANDARD OPERATING PROCEDURES

1. Announcement of Screening: On the day of screening, inform the selected members who are to undergo urinalysis screening of the time, location of muster, and identity of the Urinalysis Screening Officer (USOFF).

2. Unit Urinalysis Coordinator: In cases where a large number of individuals are to be screened, as may be the case with unit sweeps, one or more unit coordinators may be assigned by the commanding officer. Unit coordinator functions are the same as that of the USOFF until they remand custody of the specimens in their care to the USOFF or the U. S. Registered mail.

3. Observers: Because the observer may have to present testimony in a legal proceeding, the observer must be a member of the command with at least 90 days remaining prior to leaving the command, and an individual who is above reproach.

a. A designated individual of the same sex as the member providing the sample will be appointed by the USOFF to observe the member urinate into the specimen bottle, place the lid on the bottle, and deliver the bottle to the USOFF.

b. The observer will review the Observer Screening SOP, sign it, and carry out their duties under the direction of the USOFF. The observer will sign the urinalysis ledger certifying that the specimen bottle contains urine provided by the member, and that the specimen has not been tampered with in any way. The observer must understand that he or she will be called upon to testify at any required Mast or Courts-martial.

4. Muster: Specimen collection should immediately follow the test announcement. Members designated for testing should report directly to the collection site, under escort if considered necessary. This denies members the opportunity to dilute the urine specimen by drinking a large quantity of water before providing a sample. The USOFF will muster the observers and selected members, and ensure that the members have their ID cards.

5. Chain of Custody Letter: All members tested will complete a Chain of Custody Letter. This letter ensures that the member has the opportunity to state any exceptions to standard procedures including the declaration of any prescribed medications they are taking. In cases where the member refuses to sign the letter or any other document, have the observer sign verifying the information, and the USOFF or unit coordinator countersign as witness.

6. Specimen Label: The USOFF will place the specimen label on the bottle with the following information:

- a. Date: (day/month/year)
- b. SSN: (all digits)
- c. Batch number
- d. Specimen number
- e. Testing Premise Identification Code

Observation: The member will next be escorted to the head by the

observer to provide the specimen. The member must provide at least 60 millimeters (50 ml is half-full) for their specimen to be valid.

8. Incomplete Samples: If a member cannot provide a 60 ml sample, the member will be required to remain in a controlled area, under observation, and to drink only the types of fluids and amount of fluids normally consumed in the course of a day (coffee, water, soda) until such time as a full sample is provided. That sample must be observed in accordance with this SOP. Partial specimens will be kept secure until the member is ready to try again to provide a sample. If by 1600 the member has failed to provide at least 25 ml of specimen collected, the USOFF/unit coordinator will stipulate to the reduced amount in the Urinalysis Ledger, and have the member co-sign the notation. (Failure to provide more than 25 ml may be disobedience of a lawful order, and is punishable under the UCMJ)

9. Member Verification: When a member returns with their specimen, the USOFF will verify the information on the urinalysis ledger and the label by asking the member if the information is correct. If all the information is correct, the member will so signify by placing their signature in the urinalysis ledger.

10. Specimen Custody: The USOFF/unit coordinator will take custody of the specimen and place the specimen bottle back in the specimen bottle box. From this point forward, the USOFF/unit coordinator is responsible for the positive custody of the specimen. This means that the specimen must be kept either in their immediate, hands-on, possession, or be kept in a secured storage place to which only they have access (usually a combination file or safe.) Custody will not terminate until the specimens have been properly deposited in the registered U. S. Mail or turned over to the USOFF.

11. Preparation for Shipment:

- a. Remove bottles and separators from box
- b. Line box interior with packing material.
- c. Place plastic bag liner into box, and replace separators.
- d. Place filled bottles between separators. If less than twelve (12) bottles are to be shipped, fill empty areas with packing material to prevent shifting in the mail.
- e. Seal plastic bag with a twist tie of plastic tape.
- f. Place packing material on top of the plastic bag and enclose the FIRST copy of the UCD (see paragraph below) in a waterproof mailer prior to sealing the box top.

12. Urinalysis Custody Document: When all specimens have been collected, the USOFF will type out the Urinalysis Custody Document (UCD), in triplicate, ensuring that all the required information is present and correct. The USOFF will then place the first copy of the UCD inside the specimen box (this copy will be sealed in a waterproof envelope). The original UCD will be inserted in an envelope and taped to the exterior of the specimen box. The second copy will be maintained with the command urinalysis ledger.

13. Sealing: Paper tape will be used to seal all openings on the specimen box, and the USOFF will sign and date the tape that seals the top and bottom of the box. The specimen box will be wrapped in brown packing paper and all edges will be sealed with mailing tape.

Addressing Address the package to the drug lab:

Commanding Officer  
Naval Drug Screening Lab  
Box 113, BLDG H #2033  
Jacksonville, FL 32212-0113

15. Mailing: Ship the package using U. S. Registered mail. Maintain the registered mail receipt and green signature card (when it is returned) with the urinalysis ledger.

16. Results: When the message returns with the results (upon completion of any necessary action) it will be maintained with the other documents in the urinalysis program files.

17. Directives in Force: These guidelines are designed to simplify the urinalysis-screening program.

**URINALYSIS SCREENING: OBSEVER**  
**STANDARD OPERATING PROCEDURES**

1. Appointment: A designated individual of the same sex as the member providing the sample will be appointed by the USOFF to observe that members provide a specimen of their urine, and only their urine. Because the observer may have to present testimony in a legal proceeding the observer must be a member of the command with at least 90 days remaining prior to leaving the command and an individual who is above reproach.

2. Muster: Observers will muster prior to screening, with the Urinalysis Screening Officer (USOFF) or a Command appointed assistant designated by the Command DAPA or the CMAA.

3. Briefing: All Observers will read this SOP, and their signature below signifies that they understand the responsibilities of a urinalysis screening observer, and will perform as observers to the best of their ability. If observers have any questions whatsoever regarding urinalysis screening procedures, they are to obtain clarification from the USOFF prior to signing this document.

4. Responsibilities: The responsibilities of the observer are:

- a. Familiarize themselves with urinalysis screening procedures
- b. Escort the member to the head. Observe the member provide the specimen, ensuring that the member does not tamper with the specimen in any way.
- c. Observe the member place the lid on the specimen bottle.
- d. Observe the member deliver the bottle to the USOFF

5. Verification: The observer will sign the urinalysis ledger certifying that the specimen bottle contains urine provided by the member, and that the specimen has not been tampered with in anyway.

6. Testimony: The observer must understand that he or she will be called upon to testify at any Mast or Court Martial convened pursuant to the results of urinalysis screening. The purpose of that testimony will be to stipulate that the specimen was provided by the member in accordance with the procedures set forth in this SOP for observers.

7. Urinalysis Screening Procedures: Personnel will present their ID card to the USOFF, who will record the date, batch number, specimen number, testing premise identification code, and SSN in the command urinalysis ledger.

a. Specimen Label: The USOFF will provide the specimen label ensuring that the following information is included:

Date	SSN
Batch Number	Specimen number
Testing premise Identification code	

b. Observation: The member will then be escorted to the head by the observer to provide the specimen. The observer will observe the member

provide the specimen, ensuring that the member does not tamper with the specimen in any way.

c. Member Verification: When the member returns with the specimen the USOFF will verify the information on the urinalysis ledger and specimen bottle's label by asking the member if the information is correct. If all the information is correct, the member will sign the urinalysis ledger and initial the label.

d. Specimen Custody: The USOFF will take custody of the specimen and place the specimen bottle back in the specimen bottle box.

e. Chain of Custody Letter: Each member will sign a chain of custody letter after providing a specimen. This letter ensures that the member has the opportunity to state any exceptions to standard procedures including declaration of any medications they are on.

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Observer's Signature

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Date

Memorandum

From:

To: Commanding Officer, Naval School of Health Sciences, Bethesda

Subj: URINALYSIS CHAIN OF CUSTODY

Ref (a) NSHSBETHINST 5355.1B

1. Per the reference (a), I was ordered to undergo a urinalysis testing for substance abuse.

2. The nature of this urinalysis test was (check):

<input type="checkbox"/> Random	<input type="checkbox"/> Unit Sweep	<input type="checkbox"/> Overseas Screen
<input type="checkbox"/> Fitness for Duty	<input type="checkbox"/> Probable Cause	<input type="checkbox"/> Treatment/rehab

3. I was escorted to the head by \_\_\_\_\_ who observed me while my specimen was given and placed in my specimen bottle. This individual then escorted me to the Urinalysis Screening Officer or his designated representative.

4. \_\_\_\_\_ accepted custody of my specimen bottle. After verifying that my name and social security number were correctly entered on the label, I initialed the label and it was placed on my specimen bottle.

5. I verified that the information on my specimen bottle matched the batch number, specimen number, and social security number recorded in the ledger, and I then signed the ledger.

6. The procedures noted above were carried out except as noted: (If none; so state):

7. I voluntarily disclose that I am currently taking the following medications provided to me by physician's prescription (If none; so state)

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Member's Signature